

U.S. Agency for International Development (USAID)  
***COVID-19 Domestic Workforce Safety Plan & Domestic Workplace Guidelines***  
**August 2021**

**PURPOSE**

USAID's COVID-19 Domestic Workforce Safety Plan and Domestic Workplace Guidelines (Safety Plan) provide public health rules of behavior and organizational guidelines that cover all USAID staff (including, but not limited to, U.S. Direct-Hires [USDHs], Personal Services Contractors [PSCs], Institutional Support Contractors [ISCs]) and any other person, regardless of role, who enters USAID's domestic facilities during the COVID-19 pandemic.

These guidelines cover all of USAID's domestic facilities in the National Capital Region (NCR). USAID staff assigned overseas are to follow the relevant U.S. Department of State (DoS) and Department of Defense (DoD) protocol for their duty station.

The guidelines rely on authoritative guidance from the [U.S. Centers for Disease Control and Prevention \(CDC\)](#) within the U.S. Department of Health and Human Services (HHS), the [Occupational Safety and Health Administration \(OSHA\)](#) within the U.S. Department of Labor (DoL), the [General Services Administration \(GSA\)](#), and other sources to help prevent and reduce the transmission of COVID-19 among our staff and maintain safe operations and a healthy work environment. The Agency will revise these guidelines based on additional or updated guidance distributed by the Federal government and public-health authorities, including HHS/CDC and the governments of the NCR jurisdictions. The Agency will communicate this guidance and any updates on its website.

To mitigate the spread of COVID-19, the Safety Plan applies to all USAID staff and visitors to our domestic facilities. USAID staff are required to follow this Safety Plan. Failure to do so can result in disciplinary action for USAID employees and contractors.

Bureaus/Independent Offices (B/IOs) that lease private office space via contract mechanisms are required to report the facility cleaning procedures their private sector landlords are following to ensure the procedures comply with [HHS/CDC's recommendations](#). All USAID staff are required, when in facilities outside of the Agency's footprint, to follow the workplace guidelines outlined herein, regardless of procedures outlined for commercial space housing contractor staff.

The USAID Workplace Practices Working Group (WPWG) developed these guidelines and serves as the Agency's designated COVID-19 Coordination Team on workplace safety, as required under the Office of Management and Budget (OMB) Memorandum [M-21-15](#). Per OMB [M-21-15](#), the WPWG is chaired by a member of the Senior Executive Service, the Deputy Director for the Office of Management Services (MS) within the Bureau for Management (M), and includes the Critical Coordination Structure (CCS) Chief Medical Officer and subject-matter experts from the M Bureau; Bureau for Global Health (GH); and the Offices of Security (SEC), of Human Capital and Talent Management (HCTM), of Civil Rights and Diversity (OCD), and of the General Counsel (GC). The WPWG coordinates with the CCS and the COVID-19 Task Force for any and all updates.

Staff and visitors entering USAID facilities are required to gain prior approval from B/IOs, who will use the Facilities Access Tracking Form to notify CCS of the contact and location details for individuals approved to access facilities.

This Safety Plan is intended to provide rules of behavior and organizational guidelines for the workplace. The guidance does not set a date or provide criteria for workplace return.

## **Health and Safety**

**Cleaning and Building Maintenance:** Enhanced daily cleaning of high-touch common areas (elevator buttons, personal-identity verification (PIV) card readers, door handles, stairwells, restrooms) has been in place in all of USAID's facilities since March 2020 and will continue for the foreseeable future. All areas are cleaned using products approved by the U.S. Environmental Protection Agency (EPA) in accordance with guidelines issued by DoL/OSHA. M/MS has additional cleaning processes to address reports of suspected or confirmed cases of COVID-19. HHS/CDC does not recommend any changes to existing [heating, ventilation, or air-conditioning \(HVAC\) systems](#) for Federal buildings at this time. The [GSA ensures that HVAC systems](#) are running properly with increased ventilation to maximize outside air as much as possible.

**Vaccination Status:** On July 29, 2021, President Biden announced [New Actions to Get More Americans Vaccinated and Slow the Spread of the Delta Variant](#), an expanded effort to protect the Federal workforce and those they serve. The requirements include that every Federal employee and onsite contractor will be asked to attest to their vaccination status. Those who decline or who attest that they are not fully vaccinated will be required to undergo regular testing.

USAID requires all U.S. Direct Hire (USDH) employees, onsite contractors, and visitors to attest to their vaccination status. USDH employees will use LaunchPad to complete and submit the Certification of Vaccination form to USAID. Onsite contractors and approved visitors will be required to complete [OMB Form no. 3206-0277](#) in order to access a USAID facility. Until certain privacy and records legal requirements are met, the Agency is not able to collect vaccination status information on contractors or visitors. Therefore, until such time as USAID develops an alternative to a paper form, onsite contractors and visitors are required to complete and carry on them a physical copy of their [OMB Form no. 3206-0277](#) at all times while in a USAID facility. Onsite contractors and visitors may be asked to show their form to authorized Agency officials who have a need to know their vaccination status (forms will also be available in the lobbies of USAID facilities).

Individuals who attest that they are fully vaccinated will be required to follow guidelines for fully vaccinated individuals. Individuals who attest that they are not fully vaccinated, or who decline to disclose their vaccination status, will be required to follow the guidelines for not fully vaccinated individuals for purposes of implementing safety measures, including with respect to mask wearing, physical distancing, testing, travel, and quarantine. If accessing domestic facilities, these individuals will receive separate instructions. They will either be enrolled in the Agency's testing program or will be required to show proof of a negative COVID-19 test result before entry to a Federal building or Federally-controlled indoor worksite.

All Personal Identification Information (PII) will be protected as described in [ADS 508: Privacy Program](#) and consistent with the law.

USAID will continue to update its COVID-19 Safety Plan and Workplace Guidelines to reflect conforming changes when implementing the Federal guidance for these incremental health and safety measures.

USAID encourages all employees, contractors, and visitors to get vaccinated and has implemented workforce flexibilities:

- Direct-hire and PSC staff can request up to four hours of excused absence to obtain each dose of the vaccination, and now, under the President's new authorization, Direct-hire and PSC staff can obtain the same benefit to accompany a [family member](#) to an appointment.
- Visit [vaccines.gov](https://www.vaccines.gov) to find a vaccine site or appointment.

**Masks:** On July 28, 2021, the CDC issued [Interim Public Health Recommendations for Fully Vaccinated People](#) advising that all individuals, including those who are fully vaccinated, wear a mask in public indoor settings in areas of substantial or high COVID-19 transmission. Pursuant to the updated guidance, all staff and visitors are required to wear masks in USAID domestic facilities at all times, regardless of vaccination status.

- Masks should be worn in any common areas or shared workspaces (including open-floor-plan office space, cubicle embankments, *etc.*), but may be removed when an individual is alone in an office with floor-to-ceiling walls and a closed door, or for a limited time when eating or drinking.
- Federal employees, contractors, and visitors must wear masks that comply with CDC [mask recommendations](#). CDC recommends masks have two or more layers of washable, breathable fabric, completely cover your nose and mouth, fit snugly against the sides of your face without gaps, and have a nose wire to prevent air leakage from the top of the mask.
- Federal Protective Service guards may request an individual to lower their mask briefly to verify identity.
- USAID staff in need of reasonable accommodation related to not being able to wear a mask or receive a COVID-19 vaccination for medical reasons, will be referred to the OCRD/Reasonable Accommodation (OCRD/RA) Program for management (See section on Reasonable Accommodations).
- Individuals who wear reusable masks should wash masks regularly according to the manufacturer's instructions. For more information on using masks to prevent the spread of COVID-19 please refer to [CDC guidelines](#).
- Federal employees, onsite contractors, and visitors who are not fully vaccinated also need to continue to physically distance consistent with CDC guidance.

Any issues related to compliance with mask requirements should be immediately directed to your supervisor, who will notify the Critical Coordination Structure at [readiness@usaid.gov](mailto:readiness@usaid.gov).

**Hand Washing and Sanitization:** Staff are strongly encouraged to continue [washing their hands](#) with soap throughout the day for at least 20 seconds each time. Automatic hand sanitizer dispensers with sanitizer that is at least 60 percent alcohol are available in all entry lobbies and

elevator lobbies. There are important differences between washing hands with soap and water and using hand sanitizer, please refer to the [CDC website](#) about when to use hand sanitizer.

**Daily Health Checks:** All staff who enter our facilities must check their temperature everyday before coming to the workplace. As an additional protective measure for our team and our facilities, USAID requires that our staff orally acknowledge their understanding of COVID-19 safety guidelines before entering the security turnstiles in all domestic USAID facilities.

Staff must not enter USAID's facilities—and should contact their supervisor to inform them of the need to take leave or telework—if any of the following is present:

- They have a temperature reading of 100.4° Fahrenheit or higher;
- They are feeling ill or experiencing any symptoms of COVID-19, such as fever, chills, body aches, cough, or difficulty breathing;
- They are not fully vaccinated and have had prolonged (cumulative 15 minutes or more over a 24-hour period) and close (less than six feet apart) physical contact within the past 14 days with a person suspected or known to have COVID-19; or
- They have received instruction from a public-health authority or medical professional to self-quarantine or self-isolate.

**Symptom Monitoring:** If Federal employees, onsite contractors, or visitors are not feeling well, they should not enter the Federal workplace. All personnel working on site will be asked to review posted symptom screening questions upon entry to the workplace.

SEC will oversee entry-screening requirements at building-entry sites where the Agency has an established guard force (*i.e.*, at the Ronald Reagan Building [RRB] and the USAID Annex [UA]) using a visual poster with health questions. The same posters will be displayed at the entrances to 1717 Pennsylvania Avenue NW, and the Washington Learning Center. At SA-44, which has a guard force controlled by the Federal Emergency Management Agency (FEMA) within the U.S. Department of Homeland Security (DHS), a temperature and health-question screening procedure is currently in place.

The security guards at the RRB and in the UA will facilitate this process for USAID's staff in both buildings. For buildings that do not have a guard force (*e.g.*, 555 12th Street, N.W., and the Washington Learning Center), we trust that our staff will review the posters themselves and abide by the conditions described above on the honor system. Staff must contact their supervisors if they are not able to meet the requirements.

Entrances will have markings on the floor every six feet to indicate the recommended physical-distance spacing for unvaccinated individuals if lines form. Security guards will wear masks and have plexiglass barriers at desks and areas designated to assist visitors or staff.

Masks are available for all staff and visitors in both the 14th Street lobby of the RRB and the UA's lobby.

**Visitors:** Visitor access to USAID facilities in the National Capital Region (NCR) is suspended to all visitors except non-resident representatives of foreign governments or invitees of the Office of the Administrator. B/IOs must use the Facilities Access Tracking Form to coordinate with the CCS any requests for approval of visitors to USAID's domestic facilities. At least 24 hours prior to a visitor's scheduled arrival, B/IOs must use the Tracking Form to provide visitor contact information so that the CCS can send them instructions to follow these safety protocols. The CCS will also notify SEC of the planned visitors. All visitors will be required to wear masks and meet entry screening requirements prior to entering a facility. At this time, USAID is not asking for the vaccinations status or proof of a negative COVID-19 test. USAID will update its COVID-19 Safety Plan and Workplace Guidelines to reflect conforming changes when implementing the Federal guidance for these incremental health and safety measures.

Approved visitors will be required to complete [OMB Form no. 3206-0277](#) or fill out a form in the lobby of USAID facilities and carry it with them at all times while in a USAID facility. Visitors who are not fully vaccinated, or decline to confirm their status, will be required to show documentation of a recent negative COVID-19 test result to authorized Agency officials with a need to know.

**Transportation/Commuting:** The Agency continues to encourage telework for staff whose transit options have been disrupted by the pandemic. For transportation and commuting concerns, please check with your transportation provider (e.g., [Metrorail and Metrobus](#), [Virginia Railway Express](#), commuter buses) for guidance, and follow all physical-distancing protocols. Masks should be worn at all times during one's commute on public transportation. Staff should contact M/MS at [transitbenefitprogram@usaid.gov](mailto:transitbenefitprogram@usaid.gov) with any questions regarding transit and parking benefits during the pandemic.

**Cleaning of Personal Space and Equipment:** When leaving for the day, staff are expected to: (1) keep desktops as clear as possible to facilitate cleaning in the case of a positive COVID-19 report; and (2) take home their Government-issued laptops (if they work in an Unrestricted Area), PIV cards, keys, purses, bags, clothes, food, and any items left in the galley refrigerators

or sinks. Because workstations are not cleaned each night by GSA, B/IOs will make cleaning wipes available for staff to wipe down their workstations and any equipment, as needed.

### **Protocols for Reported Confirmed or Suspected Cases of COVID-19:**

#### **Staff—If you begin to exhibit [COVID-19 symptoms](#) at work:**

- Ensure your mask is worn over your nose and mouth and fits tightly to your face;
- Notify your supervisor that you are going home;
- Leave the building while practicing physical distancing; and
- Notify your doctor and follow their guidance.

#### **Supervisors—If you receive a report of a suspected or confirmed case of COVID-19:**

- Follow the Guidance for Supervisors on COVID-19 Reporting;
- Remember to protect privacy and confidentiality consistent with the [Rehabilitation Act](#) and the [Privacy Act of 1974](#); and
- Notify the USAID Command Center at (202) 712-1234 x 7, [usaidcommandcenter@usaid.gov](mailto:usaidcommandcenter@usaid.gov), who will initiate protocols for the Risk and Case Assessment Team.

#### **Visitors—If you begin to exhibit [COVID-19 symptoms](#) while in a USAID facility:**

- Ensure your mask is worn over your nose and mouth and fits tightly to your face;
- Notify your USAID host that you are leaving;
- Leave the building while practicing physical distancing; and
- Notify your doctor and follow their guidance.

#### **Visitors—If you begin to exhibit [COVID-19 symptoms](#) after being in a USAID facility or receive a COVID-19+ test:**

- Notify the USAID Command Center at (202) 712-1234 x 7, [usaidcommandcenter@usaid.gov](mailto:usaidcommandcenter@usaid.gov);
- Provide the USAID Command Center with the name of your USAID Host, the date and time you were in the USAID facility, and a summary of the location(s) you visited or entered while in the USAID facility; and

- Do not provide personally identifying information during the call including your name.

**USAID Visitor Hosts—If you receive a report of a suspected or confirmed case of COVID-19 from someone who has been in USAID’s domestic facilities:**

- Notify the USAID Command Center at (202) 712-1234 x 7, [usaidcommandcenter@usaid.gov](mailto:usaidcommandcenter@usaid.gov), who will initiate protocols for the Risk and Case Assessment Team; and
- Remember to protect privacy and confidentiality consistent with the [Rehabilitation Act](#) and the [Privacy Act of 1974](#).

M/MS will continue implementing the following protocol for cleaning after a reported confirmed or suspected case of COVID-19 using response and sanitizing specialists currently on contract:

1. Depending on the case, M/MS will arrange cleaning or disinfection for areas of known direct exposure within the prior 24 hours.
  - a. The affected areas will remain closed until the cleaning is completed.
  - b. COVID-19 response cleaning may occur after normal working hours to allow for the lapse of time to decrease the possible virus on surfaces and reduce the impact of the noise produced by the equipment and cleaning methods.
  - c. The cleaning crew will wear masks and gloves.
  - d. Cleaning surfaces will usually require the use of soap, detergent, or other types of cleaner appropriate for use on a porous or non-porous surface.
  - e. Rugs and carpets will be vacuumed.
2. M/MS will notify the Risk and Case Assessment Team when the affected workspaces are ready to be reoccupied.

**Contact Tracing**

In the event of a confirmed positive COVID-19 infection of an individual who has been in USAID’s domestic facilities, USAID will use data from the Facilities Access Tracking Form as well as information reported to the Command Center to locate and notify other individuals who may have been exposed. USAID is fully committed to transparency in communicating related information to the workforce and visitors consistent with local and Federal privacy and confidentiality regulations and laws.



Employees and visitors who know or suspect that they have been exposed (cumulative 15 minutes or more over a 24-hour period) and in close proximity to (less than six feet apart) a person suspected or known to have COVID-19 and have recently accessed USAID facilities within the past 14 days, are to notify their supervisors as soon as possible. Supervisors then notify the USAID Command Center, which convenes the Risk and Case Assessment Team. This team establishes a response action plan.

USAID does not currently disclose any COVID-19 positive reporting information to local public health officials. USAID does record possible work-related COVID-19 infections as required by OSHA. However, OSHA reports are confidential and do not require personal identifying information.

In all reports of suspected or positive COVID-19 exposure, USAID will prioritize the health and safety of the workforce and visitors, and will emphasize transparency to keep everyone informed about potential exposure to COVID-19 at domestic facilities, while maximizing respect for personal privacy and confidentiality.

## **Travel**

As of October 30, 2020, USAID re-delegated official travel request and authorization approval to the standard authorities and processes in place prior to onset of the COVID-19 pandemic. As of January 24, 2021, official travel is limited to [mission-critical](#) trips.

Travelers and approving officials must ensure due diligence in preparing for temporary duty travel (travelers are still subject to changing global requirements for quarantine, *etc.*). In an effort to continue managing travel based on local conditions, the Mission Director and/or Chief of Mission may implement temporary or new protocols for approving temporary duty travelers. All staff considering traveling on temporary duty must follow these standard requirements before commencing travel. Prior to travel, all staff must complete the training in USAID University titled: *Preparing for Travel and Self-Isolation During a Global Pandemic*. Where CDC guidelines have been updated since the creation of this course, adhere to revised CDC guidelines as well as local conditions and requirements of the intended destination.

According to [CDC guidance](#) and the [Executive Order on Promoting COVID-19 Safety in Domestic and International Travel](#), a negative COVID-19 test result is required for all travelers, including USAID staff on official travel, before boarding flights from international locations to the United States and before admission at many overseas destinations. Furthermore, all travelers on

official travel are required to obtain a test after international travel within 3-5 days in accordance with [CDC guidance](#).

Federal employees should adhere strictly to [CDC guidelines](#) before, during, and after travel, regardless of whether the travel is personal or for official business. Vaccinated individuals do not need to get tested before or after travel or self-quarantine after travel within the United States. Staff should exercise judgment when planning travel to an additional country as conditions change rapidly and should also consult the latest guidance prior to travel as new restrictions on non-mission-critical travel may be issued.

### **Meetings, Conferences, and Events**

Per OMB [guidance](#) issued on July 29, 2021, in-person meetings, conferences, or events that will be hosted by USAID and attended by more than 50 participants require the approval of the Administrator, in consultation with the Agency's Workplace Practices Working Group (WPWG). In-person meetings, conferences, or events that will be attended by more than 10 but less than 50 participants to obtain the approval of M/CCS, in consultation with the Agency's WPWG. Conference rooms remain non-operational and meetings should remain virtual.

### **Physical Distancing Guidelines for Common Areas**

USAID has taken every precaution to address all aspects of work-life from the time staff arrive at their assigned workspace until the end of the workday.

**Capacity Restrictions: No more than 20 percent of staff are allowed to be in facilities on a given day.** B/IO leadership is responsible for approving staff to enter facilities, coordinating CCS notification using the Facilities Access Tracking Form, and ensuring that staff coming in do not sit in adjacent workstations. The leadership of each B/IO will designate seating arrangements for their staff.

**Physical Distancing:** As a general guideline, there is no restriction for social distancing for vaccinated staff. Federal employees, onsite contractors, and visitors who are not fully vaccinated should maintain a physical distance consistent with CDC guidance.

**Lobbies and Elevators:** Unvaccinated staff who enter the **facility's lobby** should be mindful to keep a minimum six-foot distance between others, especially near the **elevators**. Unvaccinated staff are required to maintain physical distancing on elevators.

**Stairwells:** Enhanced cleaning of the stairwells will occur once a day. While in the stairwells, all staff are required to wear masks and unvaccinated staff are required to continue practicing physical distancing. Note: In the RRB, only the 14th Street side stairwells are open. The 13 ½ Street stairwells are closed for security reasons and are only available in case of an emergency event or fire. In the UA, both stairwells are open and available, starting on the second floor.

**Conference Rooms:** Conference rooms remain non-operational as the Agency makes needed improvements to enable hybrid meetings.

**Galleys** are restricted to three basic functions:

1. Using the refrigerators to store food for the day;
2. Heating food in the microwaves; and
3. Washing hands and/or dishes.

Unvaccinated staff should not congregate or socialize in the galleys. To maintain cleanliness and facilitate cleaning everyone should take the following precautions when working with food: (1) wipe up any spills in the microwaves quickly; (2) leave no food in the refrigerators overnight; (3) leave no dishes in the galleys; and, (4) clean and unplug coffee and beverage machines after each use.

**Restrooms** are open and available throughout the day and unvaccinated individuals should observe physical distancing of six feet. Although all sinks are available, unvaccinated staff should maintain physical distancing when using the sinks and electric hand dryers. Paper towels are available in all restrooms.

**Lactation Rooms** are available in all of USAID's facilities during building operating hours. There are no restrictions, but mask use and physical distancing of at least six feet is required if more than one staff member is using the room at a given time. Staff should contact Staff Care to register with the Lactation Room Program to obtain access to the rooms. Staff will need to bring their own pumping equipment and must wipe down seats and non-porous surfaces after each use with wipes that have been provided in each Lactation room.

**Fitness Center** at the RRB operates under an Inter-Agency Agreement with Federal Occupational Health (FOH) within HHS. The RRB Fitness center is open to staff who have received approval to access USAID facilities for mission critical tasks. Staff must follow all FOH guidance in the facilities, including wearing masks. Hand sanitizer and gym wipes are available to members throughout the facility and fitness equipment is disinfected daily by staff.

**Shuttle Services** between USAID's domestic facilities operate under an Inter-Agency Agreement with the DoS. Staff must wear masks on the shuttle regardless of their vaccination status. The shuttles to/from RRB to the USAID Annex/SA-44 and 1717 Pennsylvania Avenue are currently operational. The Washington Learning Center shuttle is not operational. Riders should follow the guidance/instructions of the shuttle drivers. The drivers will check staff badges on shuttles and will not allow persons to board without valid USAID PIV cards.

**Fire Drills** are coordinated by M/MS with GSA or the building Leasing Agent. While there are no planned fire drills scheduled at this time, staff should consider all fire alarms and emergency notifications to be an actual event, unless otherwise notified. If an evacuation is required, please follow the building's evacuation plan and:

- All staff will wear masks during the evacuation of the building;
- Unvaccinated staff will practice physical distancing during the evacuation of the building and while assembling at the evacuation assembly site, will stay at least six feet from other people;
- Avoid touching handrails as much as possible, and do not touch your eyes, nose, and mouth with unwashed hands; and
- Wash hands with soap and water for at least 20 seconds, or use hand sanitizer with a concentration of at least 60 percent alcohol, upon re-entering the building.

B/IOs should review their emergency procedures to ensure accountability and safe exit are updated to support staff onsite.

**Signage:** M/MS increased signage to remind staff to employ recommended hygiene practices and physical-distancing protocols, to stay home when sick, and to report any [COVID-19-like symptoms](#). Additional signage reminding all staff and visitors of the mask-wearing requirement is installed in facility lobbies. In shared classified spaces, signage reminds staff when to wear masks and to wipe down shared equipment after use. M/MS, SEC, and the GSA coordinate on any entry signage (outside the USAID space) via the Facilities Security Committee.

**Security in the Workspace:** All suite entry doors in the RRB and the UA operate through touchless PIV keypads, and, for security reasons, staff may not prop these doors open. Even where doors must be manually opened, staff may not prop them open to permit "touchless" entry. All doors must be allowed to close as normal to ensure the protection of the individuals and information within each location. Individuals should wash or sanitize their hands before, and after touching door handles. Staff should try to avoid touching PIV card readers to reduce contact.

“Tailgating,” or when an individual holds a door for the next individual who is coming behind them, is not permitted. This action violates USAID’s security procedures. The COVID-19 Risk and Case Assessment Team regularly use badge scan data to facilitate notifications to staff in the case of a suspected or confirmed case of COVID-19.

Staff should clean their desks of documents to protect information properly; this also assists with easier cleaning of surfaces.

**Staff may share workstations.** Staff should clean their workspace surfaces at the end of a work period and if another staff member will use the workstation within the next 24 hours.

**CLASSNET rooms and Sensitive Compartmented Information Facilities (SCIFs):** All staff must wear masks in accordance with posted signage and maintain social distance while in the SCIF.

**Rotational Scheduling:** USAID remains in a maximum telework posture with a 20 percent occupancy cap. The leadership of B/IOs is responsible for communicating with their staff to understand who from their teams, if anyone, will return to the workplace and for ensuring that the group represents no more than 20 percent of the B/IO’s workforce. M/CCS monitors facility access to ensure no more than 20 percent occupancy for the Agency.

**Reasonable Accommodations:** Under the Automated Directives System (ADS) Chapter 111 (*Procedures for Providing Reasonable Accommodation for Individuals with Disabilities*) and the Rehabilitation Act of 1973, a reasonable accommodation is an adjustment made to deal with the effects of a disability and, thereby, enable a qualified individual to perform the essential functions of the position and enjoy the benefits and privileges of employment. USAID staff in need of reasonable accommodation during and after the COVID-19 pandemic should contact the OCRD/Reasonable Accommodation (OCRD/RA) Program. OCRD/RA will process the requests for reasonable accommodations, to include, but not limited to, a new accommodation request or modifications to an approved accommodation(s) to address any difficulty related to mask wearing, the ability to receive a COVID-19 vaccination due to a medical condition(s), or conditions that leave employees at a higher risk of COVID-19 even after vaccination. Please contact OCRD/RA at [ReasonableAccommodations@usaid.gov](mailto:ReasonableAccommodations@usaid.gov).

If you require accommodation due to religious reasons, managers can grant religious accommodations without asking OCRD. Please contact OCRD's Diversity, Equity, and Inclusion Division, Affirmative Employment Program at [ocrd-diversity-inclusion@usaid.gov](mailto:ocrd-diversity-inclusion@usaid.gov) for additional guidance.

## **Telework**

USAID remains in a maximum telework posture. Domestic staff are required to telework unless otherwise notified. This order applies to nearly all domestic employees, regardless of their hiring mechanism. B/IO leadership may make exceptions to this order on a case-by-case basis, based on operational mission-critical needs; must approve all requests to work in facilities; and, must coordinate CCS notification using the Facilities Access Tracking Form.

Workforce flexibilities remain in effect. In addition to significant work schedule flexibilities, supervisors may approve a request of up to four (4) hours of excused absence per day for a weekly cumulative grant of no more than ten (10) hours per week per employee for the following reasons:

- To provide care for children as a result of a lapse in childcare due to COVID-19- related school and daycare closures;
- To provide care for other dependents (such as an elderly parent or family member) as a result of a COVID-19 related lapse in care arrangements; and,
- For health and safety reasons in order to help prevent exposure to or transmission of COVID-19, including: taking sanitation measures, preparing for local shelter-in-place orders, and taking personal health and safety measures to facilitate work or telework.

**Information Technology (IT):** USAID's staff in the NCR will use existing telework capabilities and Agency-supported technology to continue allowing the performance of critical work functions while maintaining physical-distancing requirements for our staff's health and safety. Guidance for the use of IT hardware in shared workspaces for staff who return to the workplace will emphasize physical distancing, especially for those who are unvaccinated: staff must maintain safe distances from colleagues and be mindful not to use shared IT equipment, or IT equipment not specifically assigned to them, without proper sanitation.

**U.S. Government-Furnished Equipment:** Staff who return to the workplace will do the following:

- (1) Bring or use their own USAID-issued, U.S. Government-furnished equipment (*e.g.*, iPhone, laptop, desktop, docking station, desk phone, *etc.*), and not share devices with colleagues or use another person's devices. This does not apply to restricted space.
- (2) Bring their laptops home with them each night in the event they are unable to report to the facility the next day.

The Agency's enterprise technology tools and systems will continue to enable telework and allow for the maintenance of distance both inside and outside the workplace.

The Google Suite of tools, including Google Drive, allows for distanced collaboration among colleagues through a shared document. Staff should use them to collaborate and brainstorm with team members instead of sharing a physical workspace.

Staff should use the Agency's virtual meeting technology, including Google Meet and WebEx, to connect with colleagues who are teleworking and returning to workspaces. Virtual meeting technology should replace face-to-face meetings. For staff who require closed captioning, technology to comply with [Section 508](#) of the Rehabilitation Act is in place. Any B/IO that hosts online meetings should contact the Bureau for Legislative and Public Affairs for the captioning service. Google Meet offers the option to turn on captioning within the tool itself. Staff using WebEx may contact the captioning service 12 hours before the meeting via this [link](#) ([www.federalrelay.us/rcc/web-conferencing](http://www.federalrelay.us/rcc/web-conferencing)).

USAID only permits the use of web cameras and microphones in Unrestricted areas and with prior written approval from SEC. Please see [ADS Chapters 565](#) and [568](#) for additional guidance. Web cameras and microphones are not permitted within Restricted areas.

Portable Electronic Devices (PEDs) are prohibited in Restricted areas. These areas have Restricted signs posted and PED storage boxes available outside the space (*e.g.*, SEC, the Office of the Executive Secretariat, the Agency's Front Office, and the Office of Inspector General [OIG]).

All remote staff may use the Virtual Desktop Infrastructure (VDI) to allow direct access to their USAID desktops and AIDNET applications (including the Global Acquisition and Assistance System [GLAAS] and Phoenix) from home.

General questions regarding this COVID-19 safety plan can be addressed to [readiness@usaid.gov](mailto:readiness@usaid.gov).

Clearance list is in the accompanying [Action Memo](#).